

**THIS IS FORM DS-2025  
PART SIX OF THE COMPLETE RETAIL PRICE SCHEDULE**

**THIS FORM MUST BE SUBMITTED ALONG  
WITH FORMS DS-2020 THROUGH DS-2026**

**IF APPROPRIATE, USE FORM DS-2027 TO REPORT PRICES AT THE  
EMBASSY/CONSULATE COMMISSARY**

## INSTRUCTIONS FOR RETAIL PRICE SCHEDULE, PART 6

### PUBLIC TRANSPORTATION; PERSONALLY OWNED VEHICLES; HOUSEHOLD HELP

FORM PAGE(S)	SUBCATEGORY/ITEM	SPECIFICATIONS
DS-2025 Page 1 of 7	CATEGORY TAX RATE	Specify the tax rate and the items it applies to in each category. If some items in the category are affected by a different tax rate, explain carefully in "comments".
Page 1 of 7	TAX INCLUDED...?	Check "yes" or "no" to indicate whether the category tax rate reported is already included in the reported prices or whether it applies but has not been included. If the category tax rate does not apply to the products in the sub-category, check "N/A".
Page 1 of 7	TAXI	Report price of individual hire of a taxi for a distance of approximately 1 1/4 miles ( <i>or 2 km</i> ) in the "downtown" area. If prices are based on time units, so indicate and report one-passenger fare for 15 minutes. Report customary tip in the appropriate column, preferably as a percentage. If the reported tip is a flat rate, so indicate.  Report any special rates for rush hour service, telephone hire, luggage, or other services separately. Report minimum fare, if available, and specify corresponding distance ( <i>in miles or kilometers</i> ) or time.
Page 1 of 7	MUNICIPAL BUS	Report the standard fare and describe the length of a typical trip without transfer.
Page 1 of 7	SUBWAY	Report fare and length of a typical trip.
Page 1 of 7	AIRFARE	Report the cost of a round-trip full-fare coach class airplane ticket without restrictions to a major city at least 1,000 miles ( <i>one-way</i> ) from the post. Specify the approximate distance. The destination should be a location generally used by employees for R&R, vacation travel, or medical evacuation. Report destination city.
THE FOLLOWING AUTOMOBILE ITEMS SHOULD BE FOR A SIX-CYLINDER, MEDIUM-SIZED CAR ABOUT TWO YEARS OLD. IF THIS TYPE OF CAR IS NOT COMMONLY USED AT THE POST, SPECIFY THE TYPE OF CAR USED AND REPORT APPLICABLE PRICES.		
Page 2 of 7	AUTO MAINTENANCE (1) Oil Change	Include labor charge, the cost of 5 quarts ( <i>or 5 liters</i> ) of oil, and a standard oil filter.  Exclude chassis lube and other lubrication services.

Page 2 of 7	(2) Motor Tune-up	<p>Include cost of new air filter, installation of six spark plugs, setting timing, and necessary labor.</p> <p>Exclude costs for all other replacement parts not specified above.</p>
Page 2 of 7	(3) Labor Charge Per Hour	Report average hourly labor charge of a skilled mechanic as used in determining labor costs to customer.
Page 7	Special Arrangements for Government Employees	Report costs of special arrangements for automobile maintenance available to government employees, such as after-hours work by the GSO mechanic, for the services described above.
Page 3 of 7	AUTO FUEL - Gasoline	<p>Be sure to indicate whether gas prices are in gallons or liters.</p> <p>Report local retail price levels available for automobile use.</p> <p>Exclude price of diesel or methanol fuel.</p>
Page 3 of 7	Special Arrangements for Government Employees	<p>Report cost of reduced price gasoline obtained at the post or duty station, with coupons at a local station, or through a formal VAT-back program or any other type of special arrangement. Be sure to indicate whether gas prices are in gallons or liters.</p> <p>Report percentage of permanently assigned direct-hire personnel at post eligible to purchase duty-free gasoline.</p> <p>Report in the comments section if duty-free gasoline is rationed and include amount of any ration.</p>
Pages 3 - 4 of 7	AUTO TIRE Tire, Radial	<p>Report price and size of a single radial tire commonly used for a medium-sized car.</p> <p>Specify any allowance for an old tire, any discount allowed for cash purchase, and any recycling fee.</p> <p>Exclude any separate fees for mounting and balancing tires.</p>
Page 4 of 7	Special Arrangements for Government Employees	Report price and size of a single radial tire available to government employees through an Embassy Co-Op, duty-free purchase, or any other means.
INSURANCE SHOULD BE FOR A TWO-YEAR-OLD, SIX-CYLINDER, PRIVATELY OWNED AUTOMOBILE CUSTOMARILY DRIVEN TO AND FROM WORK LESS THAN 10 MILES ONE WAY BY A 25-YEAR-OLD MARRIED MALE DRIVER. BE SURE TO DESCRIBE INSURANCE COVERAGE AND REPORT ANY SPECIAL DISCOUNTS.		
Page 4 of 7	AUTO INSURANCE	<p>Indicate, in the comments section, whether locally purchased liability insurance is required by host country law.</p> <p>If employees typically purchase additional insurance from a U.S. company, report costs for the car described above and describe coverage in the comments section.</p>

Page 4 of 7	(1) All Inclusive Coverage	<p>If employees typically carry all-risk insurance, report the customary premium cost for all-risk insurance carried by the average family on the specified car.</p> <p>All-risk insurance is typically the combined cost of liability, collision, and comprehensive insurance. Report any discount for a safe driving record. Include percentage of discount and number of years of safe driving needed to qualify.</p>
Page 4 of 7	(2) Liability	<p>When not included in "All-inclusive Coverage," report cost and describe customary third party liability coverage as typically carried by the average family. Report any discount for a safe driving record. Include percentage of discount and number of years of safe driving needed to qualify.</p> <p>In addition, report any mandatory, legal minimum third party liability insurance coverage. Describe additional mandatory costs for items such as coverage for uninsured motorists. Describe coverage for each type of required insurance.</p>
Page 4 of 7	(3) Collision	<p>When not included in "All-inclusive Coverage," report cost of typical policy providing \$200 deductible collision coverage for the specified automobile. Report any discount for a safe driving record. Include percentage of discount and number of years of safe driving needed to qualify.</p> <p>If employees do not normally carry collision insurance because of its very high cost, some comment should be made.</p> <p>If there is a legal minimum requirement, the charge and extent of the minimum coverage should be reported.</p>
Page 4 of 7	(4) Comprehensive	<p>When not included in "All-inclusive Coverage," report cost of typical comprehensive insurance covering fire, theft, and glass breakage. Report any discount for a safe driving record. Include percentage of discount and number of years of safe driving needed to qualify.</p>
Page 5 of 7	CHILDCARE (1) Childcare, Outside the Home	<p>Report hourly rate for a 5-day week in a commercial day care facility and/or in home of provider, with and without lunch or snack, for a child of 3-4 years. If possible, exclude any facility providing preschool education instruction.</p> <p><b>Specify length of day.</b></p>
Page 5 of 7	(2) Childcare, In the Home of the Parent	<p>Report the hourly rate of day care in the home of the child's parents for a child of 3-4 years.</p> <p><b>Specify length of day.</b></p>

HOUSEHOLD HELP USED  
AT POST

Report hourly rate for only the types of domestic help typically employed by an average employee (FS 2-5, GS 9-14, or Uniformed Services equivalent).

Check appropriate boxes, as determined by the most recent LPQs.

Information explaining why domestic help is necessary at the foreign location is extremely important. The data provided must be supported by information describing actual use of domestic help at post. When domestic help is used primarily because it is readily available or inexpensive, state this clearly.

If the use of particular types of domestic help is essential to normal life at the post, the specific reasons why each type of help is necessary must be carefully explained, in the comments section. Include justification based on security concerns, environmental factors - such as the additional cleaning required by the local climate, language difficulties encountered while marketing, and food preparation problems. Exclude child-care needs, representational responsibilities as well as any difficulties encountered only by single employees and dual career couples.

Use additional pages as necessary.

LIVING PATTERN QUESTIONNAIRE SUMMARY

SOURCES OF SUPPLY INFORMATION DESCRIBES THE OVERALL LIVING PATTERN OF GOVERNMENT CIVILIAN EMPLOYEES AT THE FOREIGN LOCATION. THIS SECTION CAN ONLY BE REVISED AFTER COMPLETION OF LIVING PATTERN QUESTIONNAIRES (LPQ) (DS-1996) BY POST PERSONNEL. THIS INFORMATION MUST BE BASED ON THE TABULATED RESULTS OF THE LATEST DS-1996 (LPQ). THE PERCENTAGES MUST ADD UP TO 100% HORIZONTALLY.

LIVING PATTERN  
QUESTIONNAIRES  
DS-1996

Round all percentages on this page to the nearest whole number.

The figures on this page represent the tabulated results of pages three and five of the most recent Living Pattern Questionnaires completed by post personnel and show the consumption habits of the average family. All estimates should be based on volume consumed, not on the cost of the items.

Page 6 of 7	SOURCES OF SUPPLY Local Market	This column must show the percentage of total purchases for each type of item purchased from local retail outlets. The percentages should be based on volume, not cost.
Page 6 of 7	SOURCES OF SUPPLY Special Facilities	<p>Be sure to specify under "Comments" any shipping costs or markups that have not been included in the commissary survey. If the commissary and exchanges used are not located near the post, specify the actual location and distance from the post on page 7 of 7, item 6, of form DS-2025.</p> <p>Embassy Commissary refers to those facilities operated by U.S. Embassies and Consulates overseas. Military Commissary/Exchange refers to those facilities operated by the Uniformed Military Services.</p> <p>The percentage reported should be based on volume, not cost.</p>
Page 6 of 7	SOURCES OF SUPPLY Supply Brought to Post	<p>Report the proportion of goods purchased in anticipation of assignment (<i>or during home leave</i>) and shipped to the post at U.S. Government expense.</p> <p>The percentage reported should be based on volume, not cost.</p>
Page 6 of 7	SOURCES OF SUPPLY Subsequent Purchases	<p>U.S. -- This category includes items shipped to post at the employee's expense, such as items ordered from Lands' End, J.C. Penney, sent by relatives, etc.</p> <p>"Export Companies"-- This category includes items purchased from companies such as Emborg or Peter Justesen, etc. Provide the names of the export houses commonly used on page 7 of 7, item 6 of form DS-2025.</p> <p>Other-- This column includes purchases from other posts or foreign locations. Provide the city or country where most of the purchases are made on page 7 of 7, item 6 of form DS-2025.</p> <p>The percentages reported for all sources of subsequent purchases should be based on volume, not cost.</p>
Page 7 of 7	RELATIVE USE OF COMMODITIES AND SERVICES	<p>The figures on this page represent the tabulated results of page four of the most recent Living Pattern Questionnaire completed by post personnel and show the consumption habits of the average family. All estimates should be based on volume consumed, not on the cost of item.</p> <p>Any items indicated as being consumed should have corresponding prices elsewhere in the report or on enclosed price lists.</p> <p>If transportation is provided at post by the Government (<i>item 3</i>), any costs to the employee must be carefully described.</p>



RETAIL PRICE SCHEDULE, PART 6  
PUBLIC TRANSPORTATION

CATEGORY: PUBLIC TRANSPORTATION

Category Tax Rate:

**Subcategory: Taxi**

Tax included in Reported Price?

☐ Yes ☐ No ☐ N/A

Distance

Unit  
(miles/km)

Price  
( )

Tip  
%

Description

**Most Frequently Used**

Name(s):

Taxi (approx. 1 1/4 miles/2 km or 15 minutes)

Comments:

**Subcategory: Municipal Bus**

Tax included in Reported Price?

☐ Yes ☐ No ☐ N/A

Distance

Unit  
(miles/km)

Price  
( )

Description

**Most Frequently Used**

Name(s):

Municipal Bus

Comments:

**Subcategory: Subway**

Tax included in Reported Price?

☐ Yes ☐ No ☐ N/A

Distance

Unit  
(miles/km)

Price  
( )

Description

**Most Frequently Used**

Name(s):

Subway

Comments:

**Subcategory: Air Fare**

Tax included in Reported Price?

☐ Yes ☐ No ☐ N/A

Distance

Unit  
(miles/km)

Price  
( )

Description

**Most Frequently Used Airline**

Name(s):

Air Fare - - Round-trip Full Fare Coach Class  
(to destination at least 1,000 miles from post.)

Comments:

**RETAIL PRICE SCHEDULE, PART 6  
PERSONALLY OWNED VEHICLE**

<b>CATEGORY: PERSONALLY OWNED VEHICLE</b>		
Category Tax Rate:		
<b>Subcategory: Auto Maintenance</b> Tax included in Reported Price? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>Price</b> (    )	<b>Description</b>
<b>Most Frequently Used Outlet</b>		
Name(s):		
1. Oil Change ( <i>labor, 5 quarts of oil, and oil filter</i> )		
2. Motor Tune Up		
3. Labor Charge Per Hour		
Comments:		
<b>Second Most Used Outlet</b>		
Name(s):		
1. Oil Change ( <i>labor, 5 quarts of oil, and oil filter</i> )		
2. Motor Tune Up		
3. Labor Charge Per Hour		
Comments:		
<b>Second Most Used Outlet</b>		
Name(s):		
1. Oil Change ( <i>labor, 5 quarts of oil, and oil filter</i> )		
2. Motor Tune Up		
3. Labor Charge Per Hour		
Comments:		



**RETAIL PRICE SCHEDULE, PART 6**  
**PERSONALLY OWNED VEHICLE (Continued)**

CATEGORY: PERSONALLY OWNED VEHICLE (Con't)					
Category Tax Rate:					
Subcategory: Auto Fuel Tax included in Reported Price? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Unit (gallon/liter)	Price (    )	Description	
Local Retail Outlet Name(s):					
Gasoline	Regular Octane				
	Regular Octane				
	High Octane				
(Report full local retail price for gasoline in this section.) Comments:					
Duty-Free/Special Arrangements Name(s):					
Gasoline	Regular Octane				
	Regular Octane				
	High Octane				
(Report price of gasoline obtained duty-free -- either at the duty location, with coupons or a tax refund program at local station or any other special arrangement.) Comments:					
Percentage of post/duty-station personnel eligible to purchase duty-free gasoline, through any means: _____ %.					
Subcategory: Auto Tire Tax included in Reported Price? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Quantity	Unit	Price (    )	Brand and Description
Most Frequently Used Outlet Name(s):					
Tire, Radial	Typical				
	Substitute				
	Economy				
Comments:					

**RETAIL PRICE SCHEDULE, PART 6  
PERSONALLY OWNED VEHICLE**

CATEGORY: PERSONALLY OWNED VEHICLE (Con't)					
Category Tax Rate:					
Subcategory: Auto Tire (Con't)					
Second Most Used Outlet					
Name(s):					
Tire, Radial	Typical				
	Substitute				
	Economy				
Comments:					
Special Arrangements For Government Employees					
Name(s):					
Tire, Radial	Typical				
	Substitute				
	Economy				
Comments:					

  

<b>Subcategory: Auto Insurance</b> <i>(Typical cost for a 25 year old male driver)</i> Tax included in Reported Price? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>Cost For a Two Year Old Vehicle</b>	<b>Percentage Discount With a Safe Driving Record</b>	<b>Description</b>
<b>Most Frequently Used Company</b>			
Name(s):			
1. All inclusive/All Risk <i>(Total of 2, 3, and 4)</i>			
2. Liability			
3. Collision			
4. Comprehensive			
Is locally purchased liability insurance required by host-country law? <input type="checkbox"/> Yes <input type="checkbox"/> No    If employees typically purchase additional insurance from a U.S. based or off-shore company, explain and report the price below in the Comments section.  Additional required insurance not reported above: _____			
<b>Comments:</b>			
Number of years of safe driving needed to qualify for the discount: _____			

**RETAIL PRICE SCHEDULE, PART 6  
HOUSEHOLD HELP**

**CATEGORY: HOUSEHOLD HELP**

Category Tax Rate:

**Subcategory: Childcare**

**Tax included in Reported Price?**

☐ Yes ☐ No ☐ N/A

**Hourly  
Rate**

**Five Day  
Cost**

**Description**

**Most Used Outlet**

**Name(s):**

1. Childcare, Outside the Home

2. Childcare, In the Home of the Parent

**Comments:**

**Subcategory: Household Help**

**Tax included in Reported Price?**

☐ Yes ☐ No ☐ N/A

**Hourly  
Wages**

**Social Security  
Tax**

**Description**

**Name(s):**

1. Maid

2. Cook

3. Day Worker

According to the data in the most recent LPQs completed by post/duty station personnel:

Average Number of Hours Worked per week

1. Maid	
2. Cook	
3. Day Worker	

Household Help Necessary for:

- ☐ Security
 ☐ Shopping/Food Preparation  
☐ Language Difficulties
 ☐ Extra Cleaning/Laundry Due to Climate  
☐ Other (Please Specify in Comments Section)

**Justification for Household Help:**

Explain fully why each type of domestic help listed above is needed at the post. Follow guidance on page 4 of this form.

**Comments:**

**RETAIL PRICE SCHEDULE, PART 6**  
**RELATIVE IMPORTANCE OF VARIOUS SOURCES OF SUPPLY**

LIVING PATTERN QUESTIONNAIRE SUMMARY RELATIVE IMPORTANCE OF VARIOUS SOURCES OF SUPPLY <i>(Columns must total 100% horizontally)</i>								
Subcategory	Local Market (%)	Special Facilities		Supply Brought to Current Location (%)	Subsequent Purchase*			Total (%)
		Embassy Commissary (%)	Military Commissary Exchange (%)		U.S. (incl. catalogs/mail-orders) (%)	Export Companies (%)	Other Locations (%)	
Meats								100 %
Seafood								100 %
Poultry								100 %
Dairy Products								100 %
Groceries								100 %
Cigarettes								100 %
Alcoholic Beverages								100 %
Fresh Fruit/Vegetables								100 %
Canned Fruit/Vegetables								100 %
Frozen Vegetables								100 %
Toiletries								100 %
Household Consumables								100 %
Medicine								100 %
Audio/Visual Supplies								100 %
Photographic Supplies								100 %
Reading Material								100 %
Recreational Equipment								100 %
Dry Cleaning								100 %
Hair Services								100 %
Doctor								100 %
Dentist								100 %
Recreational Activities								100 %
Movie								100 %
Performing Arts								100 %
Sports Events								100 %
Auto Maintenance								100 %
Gasoline								100 %
Auto Tires								100 %

\*SUBSEQUENT PURCHASES represent those items not brought in at Government expense. **"U.S."** includes items mail-ordered from retail outlets in the U.S. as well as all catalog orders. **"EXPORT COMPANIES"** refer to sources such as Emborg and Peter Justensen, etc.  
**"OTHER"** refers to another post or foreign location.

Date of most recent employee living pattern questionnaire survey \_\_\_\_\_  
Number of employees participating in survey \_\_\_\_\_ (mm-dd-yyyy)

Note: If living patterns for civilians and Uniformed Service members differ substantially, prepare separate page 11 for both groups and submit both pages to the Department of State Office of Allowances for analysis.

**Comments**

## LIVING PATTERN QUESTIONNAIRE SUMMARY RELATIVE USE OF COMMODITIES AND SERVICES

1. As determined by the most recent LPQs, approximate the proportion of each specified type of food used by Americans at the post, based on volume only, for meals eaten at home.

<u>Fruits</u>	<u>Vegetables</u>	<u>Milk</u>	<u>Meats/Fish</u>
Fresh _____ %	Vegetables, Fresh _____ %	Milk, Fresh/UHT _____ %	Beef _____ %
Canned _____ %	Vegetables, Canned _____ %	Milk, Dried _____ %	Pork _____ %
100 %	Vegetables, Frozen _____ %	100 %	Lamb _____ %
	100 %		Seafood _____ %
			Poultry _____ %
			100 %

2. As determined by the most recent LPQs, to what extent are the following meal facilities used based on family use:

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
Local Restaurants	_____ %	_____ %	_____ %
Post Restaurant	_____ %	_____ %	_____ %
Military Restaurant	_____ %	_____ %	_____ %
Home	_____ %	_____ %	_____ %
	100 %	100 %	100 %

3. Average usage of the methods of transportation, as determined by the most recent LPQs:

Personally Owned Vehicle	_____ %
Government Transportation	_____ %
Taxi	_____ %
Municipal Bus	_____ %
Subway/Commuter Train	_____ %
	100 %

4. Number of U.S.G. employees at post: Civilian \_\_\_\_\_ Uniformed Military \_\_\_\_\_

Number of U.S.G. employees provided major household furniture by landlord or government: Civilian \_\_\_\_\_ Uniformed Military \_\_\_\_\_

Number of U.S.G. employees provided major appliances by landlord or government: Civilian \_\_\_\_\_ Uniformed Military \_\_\_\_\_

5. If any commissary and exchange facilities are listed under **"SPECIAL FACILITIES"** on page 6 of 7, describe the type of facility, its distance from the post and the typical expenses incurred in using that facility (*i.e. the means of obtaining goods and services, road mileage, road and bridge tolls, etc.*)

Name of commissary/exchange: \_\_\_\_\_ One way distance from post of assignment: \_\_\_\_\_ One way road tolls: \_\_\_\_\_

6. Report the names of export companies and "other location" commonly used for the purchases reported on page 6 of 7:

Export Company Name and Location:

City or country of "Other Location":

Note: If living patterns for Civilians and Uniformed Service members differ substantially, prepare separate pages 7 of 7 for each group and submit both pages to the U.S. Department of State Office of Allowances for analysis.